

***Weed and Seed In-Sites Magazine***  
**Story Submission Form**

1. PLEASE FAX THIS FORM TO 202-616-1159, ATTN: IN-SITES EDITOR
2. MAIL ORIGINAL ALONG WITH PHOTOS AND/OR OTHER ATTACHMENTS TO:  
In-Sites Editor  
Executive Office for Weed and Seed  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531 (20001 if sending via FedEx)

Date:

Name:

Title & Organization:

Phone Number:

E-mail Address:

Weed and Seed Site Name:

Weed and Seed Site City, State:

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*Please answer the following questions completely, and provide supplemental details or information as necessary.*

Does this story fit into an *In-Sites* department?    Yes    No    Don't know

If yes, which one?

Community Policing

Winners

Web Sight

Neighborhood Restoration

Prevention, Intervention,  
and Treatment

Conference Corner

Law Enforcement

DEFY

Do you have photos/artwork/logos to accompany this story?    Yes    No

If yes, enclosed are \_\_\_\_ number of photos.

**Please provide:**

Names of the people in each photo \_\_\_\_\_

Activity (i.e., Halloween carnival) \_\_\_\_\_

Date photo taken \_\_\_\_\_

***Please note the following:*** We will accept 1) black and white or color photos that were taken with a 35 mm camera or 2) electronic files of photos that were taken with a digital camera. If you choose to send digital photos, please note that the photos must be a minimum of 300 dpi at 100 percent. (This requirement assumes that the photos are standard 3" x 5" or 4" x 6" prints.)

What event/organization/initiative/person is the subject of this story, and for what reason?

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(Submission Form)  
**ATTN: IN-SITES EDITOR**

Was this event/organization/initiative/person highlighted in one of your neighborhood publications? **G** Yes **G** No

If yes, please provide a copy of that article.

*Please provide all information in the section that applies to your site:*

## **EVENT**

Title of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Length of event (hours, days, weeks): \_\_\_\_\_

Frequency of event (e.g., annual event, first-time event): \_\_\_\_\_

What is the event's purpose? \_\_\_\_\_

Who attended? \_\_\_\_\_

How many people attended? \_\_\_\_\_

Who spoke/presented (what credentials, on what topic/subject)? \_\_\_\_\_

Was the event free? **G** Yes **G** No

Who is the event sponsor? \_\_\_\_\_

Who planned the event? \_\_\_\_\_

Were there any problems or interesting events that took place while planning the event?

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What your Weed and Seed site contributed to the event (e.g., funding, volunteers): \_\_\_\_\_

Form)  
**EDITOR**

(Submission  
**ATTN: IN-SITES**

Please provide any additional information you may find relevant to the story:

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Who should I call if I have further questions about this event?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**ORGANIZATION/INITIATIVE**

Title of organization/initiative: \_\_\_\_\_

Founder of organization/initiative: \_\_\_\_\_

When organization/initiative founded: \_\_\_\_\_

Length in operation: \_\_\_\_\_

Is this organization/initiative linked to local, state, or national legislation? **G** Yes **G** No  
If yes, please provide full title of legislation and a summary of legislation. \_\_\_\_\_

Organization's purpose: \_\_\_\_\_

Number of people and age/social group/occupation in organization: \_\_\_\_\_

What your Weed and Seed site contributes to the organization/initiative (e.g., funding, volunteers): \_\_\_\_\_

Please provide any additional information you may find relevant to the story:

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*Form*  
**EDITOR**

*(Submission*  
**ATTN: IN-SITES**

Who should I call if I have further questions about this organization/initiative?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**PERSON**

Name, age, and occupation: \_\_\_\_\_

His or her role in Weed and Seed and length of service: \_\_\_\_\_

Why this is person newsworthy (i.e., personal accomplishments, awards, initiative, occupation, credentials):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What makes this person successful? \_\_\_\_\_

Please provide any additional information you may find relevant to the story:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who should I call if I have further questions about this person?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_